# First Year: A Year of Self-Discovery

## Career Planning Guide Checklist

### Discover Your Interests, Skills, Talents and Values

- Identify and assess your interests and skills
  - Read the Luther College Catalog and select one elective course of interest to you
  - Read media, textbooks, newspapers, books related to your interests
  - Complete an interest inventory (e.g. Strong Interest Inventory, MBTI, StrengthsFinder)
- Complete the required Lifetime Health & Wellness Course for first year students
- Investigate and selectively join 1-2 campus clubs or organizations
- Pursue a summer job or volunteer opportunity related to your interests

### Explore Majors and Careers

- Talk to your Advisors, Faculty, Career Counselors, or mentors about majors, study abroad & careers
- Explore majors, courses and requirements
- Explore career options by major
  - Explore web resources at [www.luther.edu/career/explore/majors/](http://www.luther.edu/career/explore/majors/)
- Make a tentative decision on your major
- Conduct an informational interview with someone in your field of interest

### Prepare for the World of Work

- Draft a college resume
- Schedule an appointment with the Career Center to have your resume reviewed by calling 563.387.1025.
### Finalize Major and Commit to Academic Success
- [ ] If undecided, meet with a Career Counselor to assess your progress and confirm your choice of major, including study abroad
- [ ] Meet with your Academic Advisor to map out how you will complete the requirements for your major
- [ ] Begin to explore graduate school, if needed for your career interests

### Become Familiar with a Range of Careers in Your Major(s)
- [ ] Explore how your major, interests and skills relate to career fields:
  - Explore web resources at [www.luther.edu/career/guide/sophomores/](http://www.luther.edu/career/guide/sophomores/)
  - Interview people to learn more about work in your field of interest (Use the Luther College Alumni Directory and LinkedIn to find contacts.)
- [ ] Arrange a job shadow experience or participate in the Decorah Area Job Shadow Program

### Engage in Applied Learning Opportunities
- [ ] Join campus committees & organizations and identify leadership positions
- [ ] Gain work experience to explore your interests and develop skills through part time jobs, work-study or an internship
  - Attend Career Center Events featuring Alumni/Employers
  - Scan Handshake system for opportunities
- [ ] Take advantage of undergraduate research opportunities within your major
- [ ] Participate in volunteer/community service
- [ ] Consider study abroad opportunities

### Prepare for the World of Work
- [ ] Update and expand your college resume
- [ ] Log on to the Handshake system to create your profile
- [ ] Create a LinkedIn profile
- [ ] Before interviewing for a work experience, participate in a Mock Interview with the Career Center
### Third Year: A Year of Investigation
**Career Planning Guide Checklist**

#### Expand Your Academic Knowledge
- [ ] Work closely with faculty to review your remaining academic requirements and complete your major
- [ ] Discuss your career aspirations with your faculty advisor (e.g. work, graduate school, full-time volunteer service)

#### Refine Your Career Interests and Acquire Professional Skills
- [ ] Continue to explore career fields and identify preferred work settings
- [ ] Conduct informational interviews or job shadow
- [ ] Seek a related campus or off-campus work-study position or job related to your career interest
- [ ] Hold a leadership position on a committee or in a student organization (e.g. music, athletics, SAC, etc.)
- [ ] Engage in off-campus applied learning opportunities:
  - Internship
  - Undergraduate research
  - Volunteer service
  - Study abroad
  - Clinical/Practicum/Field Experience

#### Prepare for the World of Work
- [ ] Revise your college resume and develop a cover letter to market your qualifications
- [ ] Upload your resume and cover letter in to the Luther Handshake system
- [ ] Update and expand your LinkedIn profile
- [ ] Use the LinkedIn and the Alumni Directory to build a professional network
- [ ] Research and explore employment and post-grad volunteer service opportunities
- [ ] Attend Fall and Spring Career Fairs
- [ ] Attend career-related panels, on-campus employer recruiting sessions, and ICoRN events
- [ ] Participate in a mock interview with the Career Center

#### Prepare for the World of Graduate School
- [ ] Attend **Considering Graduate School** workshop
  - Identify potential graduate or professional schools
  - Attend Fall Graduate & Professional School Fair
  - Research program application timelines and requirements
  - Prepare for entrance exams
- [ ] Research post-grad Fellowship and Scholarship Opportunities
# Fourth Year: A Year of Decision-Making
## Career Planning Guide Checklist

### Complete Academic Requirements
- [ ] Pursue academic success and complete your senior research project/paper
- [ ] Confirm your remaining degree requirements early

### Gain Career-Related Experience and Develop Your Professional Identity
- [ ] Join professional associations in your career field
- [ ] Attend and present at conferences or events
- [ ] Obtain career-related experience through a part-time job, internship or research experience

### Finalize Graduate and Professional School Plans
- [ ] Complete graduate school application process
  - Application forms
  - Register and complete admission exams
  - Personal statements and admissions essays
  - Request and obtain faculty recommendations
  - Participate in a mock interview with the Career Center
  - Apply for graduate assistantships and financial aid
- [ ] Accept Graduate school offer
- [ ] Attend the “Grad Finale” event and pick up your cap & gown!!

### Implement Your Job Search and Secure a Position
- [ ] Develop a job search strategy
  - Meet with a Career Counselor or a mentor
  - Customize your resume & cover letter for each position
  - Finalize your profile in the Luther Handshake system and on LinkedIn
- [ ] Identify and research potential employers, companies, and organizations and the opportunities they offer
- [ ] Participate in:
  - Fall and Spring Career Fairs
  - On-campus recruiting
  - Recruiting events hosted by the Iowa College Recruiting Network (ICoRN)
- [ ] Actively review the Luther Handshake system for job openings
- [ ] Invest a little time each day to your job search.
- [ ] Prepare your 30 second introduction for networking situations
- [ ] Practice interviewing with a mock interview
- [ ] Apply for positions, interview and follow-up with employers
- [ ] Accept a position
- [ ] Attend the “Grad Finale event and pick up your cap & gown!!